2.2 Administrative Management system

The Administrative Management system is a database of students and teachers within the school.

The Administrative Management system:

- Facilitates the creation of databases
- Facilitates the creation of classes
- Facilitates the placement of students in designated classes
- Delegates teachers to appropriate classes
- Prints the various database lists
- Prints teacher passwords
- Imports students from another system
- Imports teachers from another system
- Sets up an output file

The Administrative Management system also sets the:

- Username
- Password
- Class designation

for all users contained within the database, including guest users.

It is recommended that only one person or administrator has access to the Administrative Management system. This will maintain the security of the system, and the information contained within the system. The administrator should have responsibility for creating, maintaining, and updating the system database.

Individual teachers within the school may wish to have access to the administrative system. This would allow teachers to add students to classes or delete students from classes as required for development purposes. However, this means that a number of users may have access to the administrative system, using the same password. Ensure that the password assigned is not changed without other designated users, who require access to the administrative system, being informed of such password changes.

2.2.1 Logging on

To log on to the Administrative Management system:

1 Click the Riverdeep item from the Apple menu. This will open the Riverdeep folder window.

2 Double-click the Administration Management System icon (AMS) on the folder window.

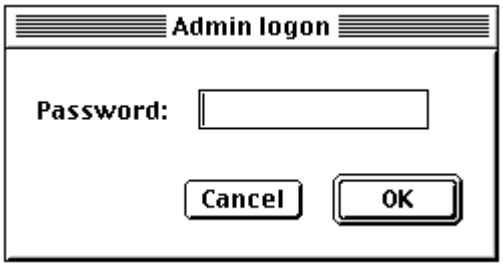

Figure 7 Admin logon dialog

3 Type in the appropriate password.

Note: *On first launching the Administrator logon dialog, type **password** in the password field. This is the default password and is used only to gain access to the system after the software has been installed. It is recommended that the password be changed regularly to maintain security and system integrity. Use the Changing administrator password procedure to change the default password.*

4 Click the **OK** button or press the **<Return>** or **<Enter>** key to open the Administrative Management window, as illustrated in Figure 8.

Note: *If an invalid password has been entered the following message appears:*

Invalid password

*Click the **OK** button to re-enter the Admin logon dialog.*

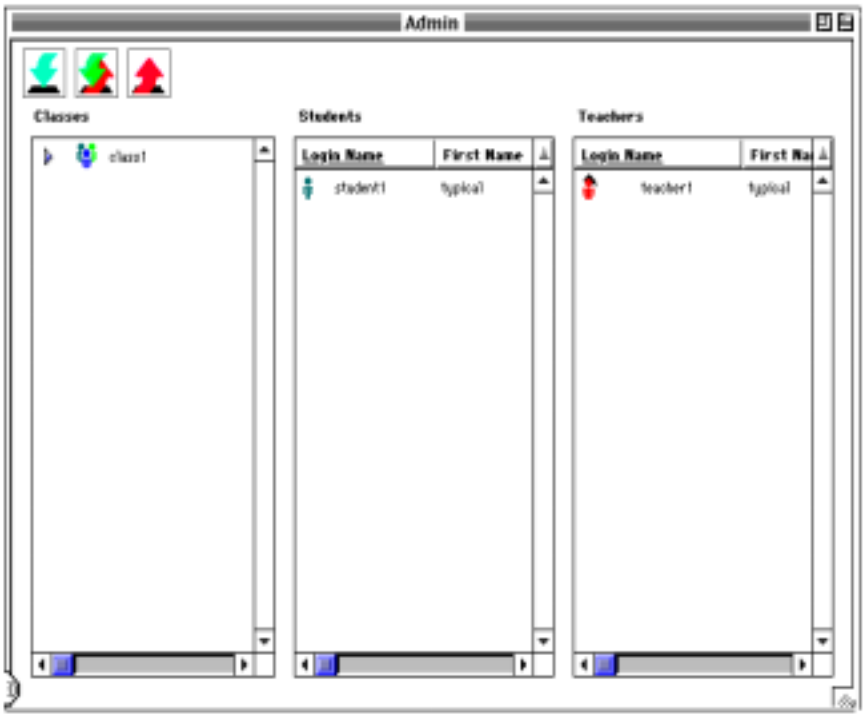

Figure 8 Administrative Management window

2.2.1.1 Window display

The Administrative Management window contains three panels:

- **Classes**

  A list of classes within the school administrative system. *For details of classes, see "Classes" Section 2.2.7 - page 19.*

- **Students**

  A list of students contained within the school administrative system. *For details of students, see "Students" Section 2.2.8 - page 25.*

- **Teachers**

  A list of teachers contained within the school administrative system. *For details of teachers, see "Teachers" Section 2.2.9 - page 35.*

2.2.2 Changing administrator password

To change an administrator password:

1. With the Administrative Management window open, click **Tools>Change Admin Password**. This will open the Change Admin Password dialog, as illustrated in Figure 9.

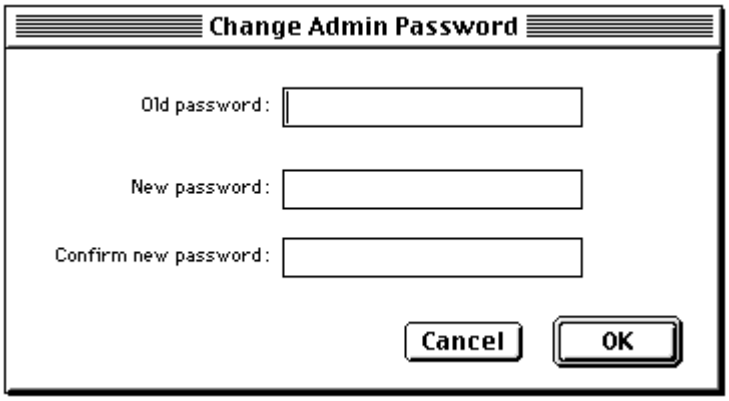

Figure 9 Change Admin Password dialog

2. Type the old password in the Old password field.
3. Type your new password in the New password field.
4. Confirm your new password by retyping your new password in the Confirm new password field.
5. Click the **OK** button or press the **<Return>** or **<Enter>** key to confirm the new password.

2.2.3 Database

The Destination MATH system has the facility to:

- Open an existing database
- Import from another system database
- Set up a new database

2.2.3.1 Opening an existing database

Note: *A default database, set up at installation, is opened automatically on launching the Administrative Management system.*

To open an existing database:

1 Select Riverdeep item from the Apple menu. This will open the Riverdeep folder window.

2 Double-click the AMS icon. This will open the Admin logon dialog, as illustrated in Figure 10.

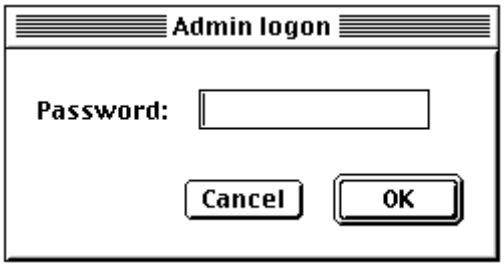

Figure 10 Admin logon dialog

3 Click the **Cancel** button. This will open the start-up dialog, as illustrated in Figure 11.

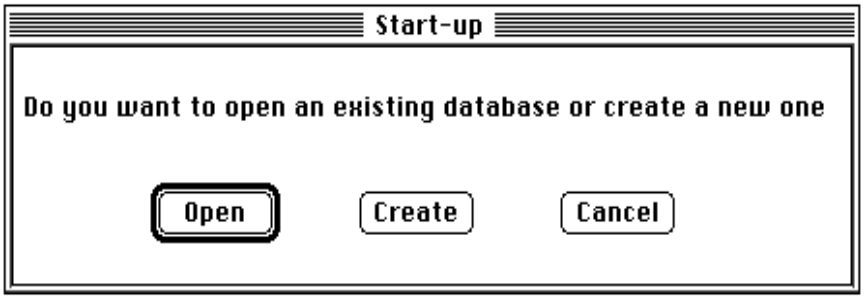

Figure 11 Start-up dialog

4 Click the **Open** button; this will open the existing database dialog, as illustrated in Figure 12.

Figure 12 Open existing database dialog

5 Click the database required from the list.

6 Click the **Open** button or press the **<Return>** or **<Enter>** key to open the Admin logon dialog, as illustrated in Figure 13.

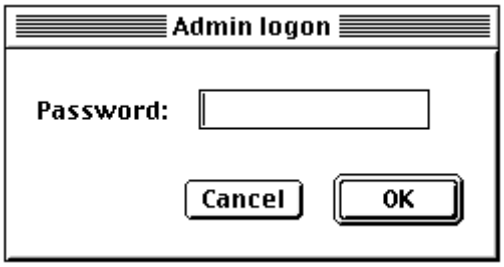

Figure 13 Admin logon dialog

7 Type in the appropriate password, and then click the **OK** button or press the **<Return>** or **<Enter>** key to open the Administrative Management window, as illustrated in Figure 14.

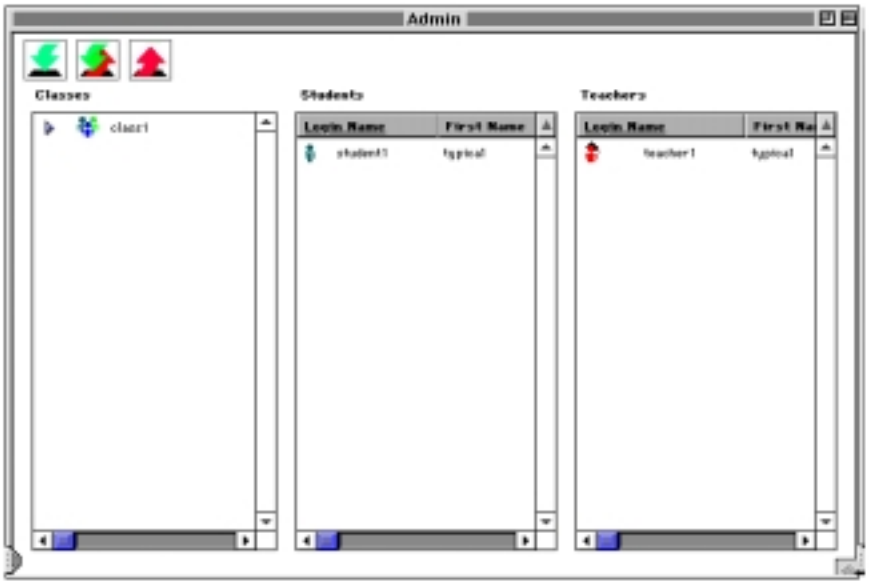

Figure 14 Administrative Management window

Note: *If an invalid password has been entered, the following message appears:*

Invalid password

*Click the **OK** button or press the **<Return>** or **<Enter>** key to re-enter the logon screen.*

2.2.3.2 Importing from another system

This feature allows a user to import student and teacher information from a delimited “csv” or “txt” file into the administrative database.

Deliminated “csv” or “txt” is a standard file format that most popular databases support.

If student and teacher information is recorded in another system, it should be possible to export this information into a delimited “csv” or “txt” file, and in turn, to import this file into the administrative database.

Delimiters are commas (spaces and tabs are ignored) and a field may be empty but the number of fields must always be the same.

Example:

Carl, ,Owen, , , - is valid

Carl,,Owen,,, - is valid

Carl,Owen - is not valid

Format:

For each student/teacher:

First name, Middle initial, Last name, Username, Password, Class

Note: *First name and Last name are required fields. Default fields are:*

Middle initial - Null;

Username - (First letter of First name) (Last name)

Password - Null

Class - Null (The Class name must exist prior to exporting)

Note: *The delimited "csv" or "txt" file must contain a list of teachers or students that includes the fields outlined above. A logon ID will be generated automatically for each student imported from the delimited "csv" or "txt" file.*

IMPORTING STUDENTS/ TEACHERS

To import students/teachers from another system:

1 Open the Administrative Management database.

2 Click **File>Import students**.

OR

Click **File>Import teachers**; this will open the database dialog.

3 Click the arrow in the folder field and select from the drop-down list, if necessary.

4 Click the Delimited "csv" or "txt" file of your choice from the list.

5 Click the **Open** button, or press the **<Return>** or **<Enter>** key, or double-click the file of your choice. The chosen file information will be automatically loaded in to the Administrative Management system in the appropriate panel, and the following message appears:

x Student(s) successfully imported.

or

x Teacher(s) successfully imported.

Where **x** is the number of students or teachers being imported.

6 Click the **OK** button, or press the **<Return>** or **<Enter>** key.

2.2.3.3 Exporting to another system

Note: *The structure of the database for exporting in its "csv" or "txt" file format is automatically generated and the defaut fields are:*

Middle initial - Null

Username - (First letter of First name) (Last name)

Password - Null

Class - Null (The Class name must exist prior to exporting)

EXPORTING STUDENTS/ TEACHERS

To export students/teachers to another system:

1 Open the Administrative Management database.

2 Click **File>Export students**.

OR

Click **File>Export teachers**; this will open the Create new datanase dialog.

3 Click the arrow in the folder field and select from the drop-down list, if necessary.

4 Type a name in the Save Database as field.

5 Click the **Save** button or press the **<Return>** or **<Enter>** key; the following message appears:

x Student(s) successfully imported.

or

x Teacher(s) successfully imported.

Where **x** is the number of students or teachers being imported.

2.2.3.4 New database

SETTING UP A NEW DATABASE

A database contains three distinct information profiles:

- Class list
- Student list
- Teacher list

To set up a new database:

1 Double-click the AMS icon in the Riverdeep folder.

2 Click the **Cancel** button to open the start-up dialog.

3 Click the **Create** button to open the Create new database dialog, as illustrated in Figure 15.

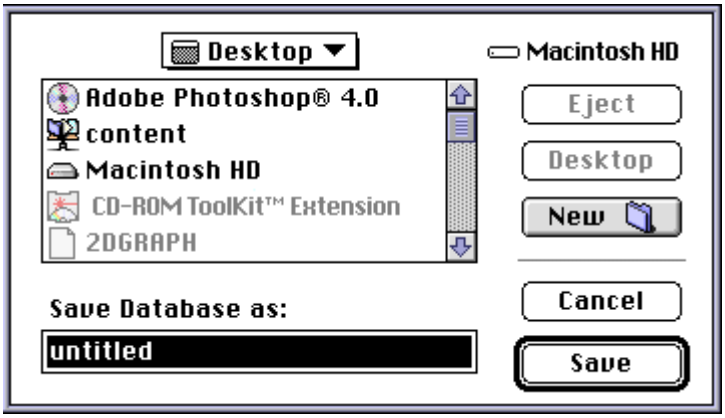

Figure 15 Create new database dialog

4 Type a database name of your choice in the Save Database as field.

5 Click the **Save** button or press the **<Return>** or **<Enter>** key. This will open a blank Administrative Management window, as illustrated in Figure 16.

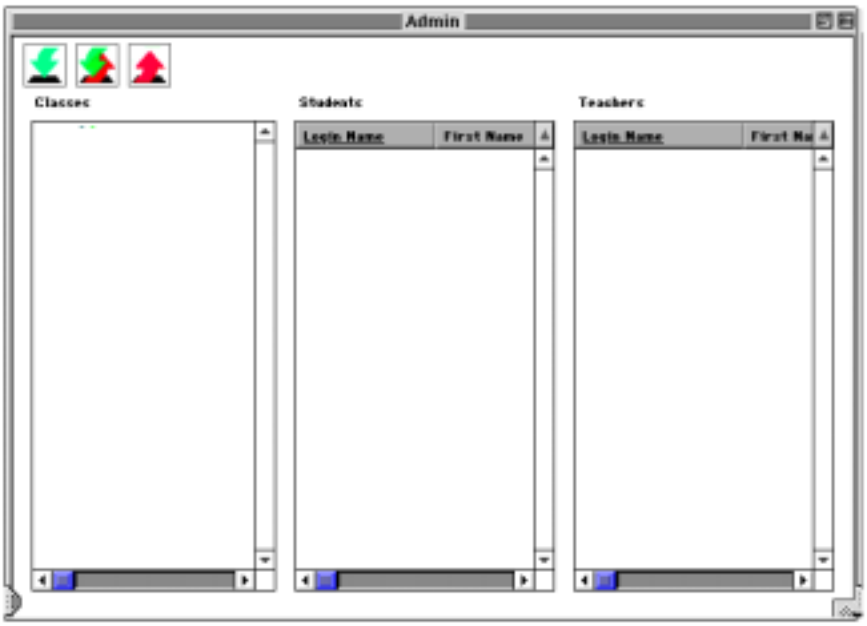

Figure 16 Blank Administrative Management window

ENTERING STUDENTS IN THE DATABASE

To add a student to a database:

1. With the Administrative Management window open, click anywhere in the Students pane. This will highlight the Students panel.
2. Click the green insert arrow on the toolbar, or click **File>Insert New Student**. This will open the Insert new student dialog as illustrated in Figure 17.

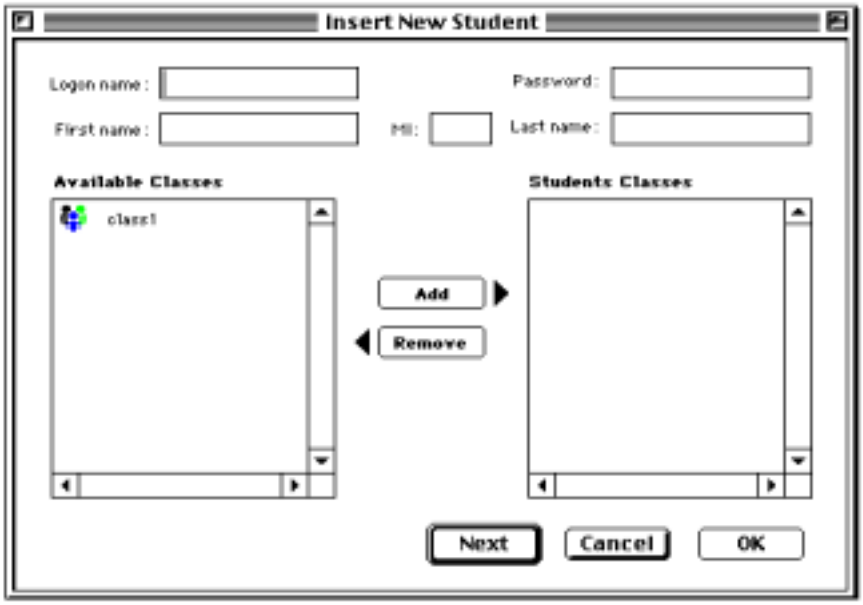

Figure 17 Insert New Student dialog

Note: *Follow the procedure for inserting a new student. For details of this procedure, see "Students" Section 2.2.8 - page 25.*

ENTERING TEACHERS IN THE DATABASE

To add a teacher to a database:

1. With the Administrative Management screen open, click anywhere in the Teachers pane. This will highlight the teacher panel.
2. Click the green insert arrow on the toolbar, or click **Edit>Insert New Teacher**. This will open the Insert New Teacher dialog, as illustrated in Figure 18.

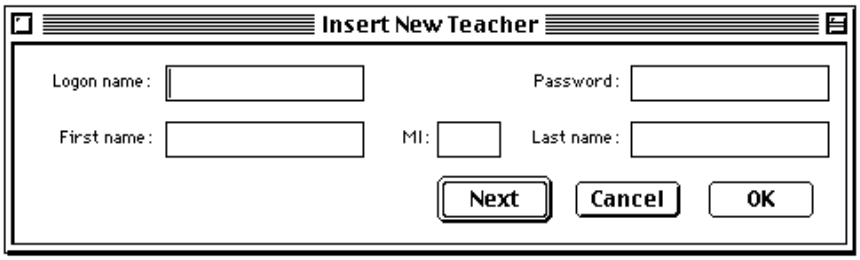

Figure 18 Insert New Teacher dialog

Note: *Follow the procedure for inserting a new teacher. For details of this procedure, see "Teachers" Section 2.2.9 - page 35.*

ENTERING CLASSES IN THE DATABASE

To add a class to a database:

1. With the Administrative Management window open, click anywhere in the Classes pane. This will highlight the Classes panel.
2. Click the green insert arrow in the toolbar, or, click **Edit>Insert New Class**. This will open the Insert New Class dialog, as illustrated in Figure 21.

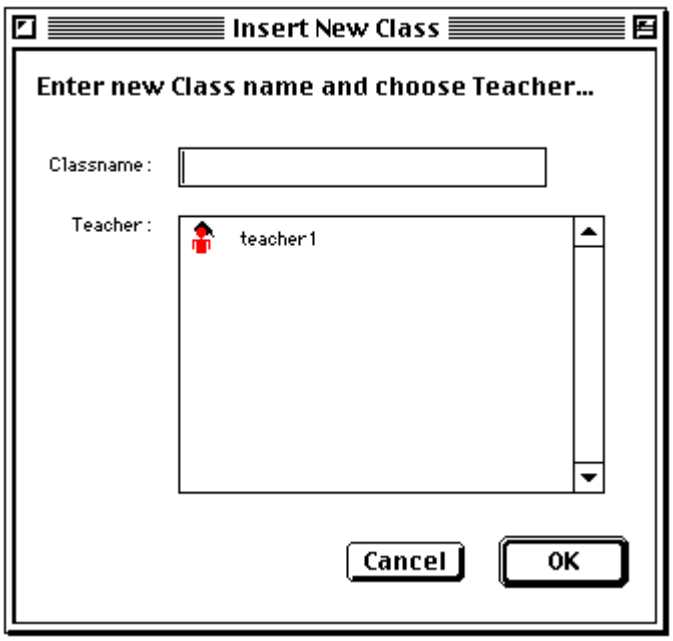

Figure 19 Insert New Class dialog

Note: *Follow the procedure for inserting a new class. For details of this procedure, see "Classes" Section 2.2.7 - page 19.*

2.2.4 MAC Keyboard functions

The following keyboard command is available on these screens:

Key	Description
<Cmd+q>	Exits Administrative Management screen

2.2.5 Output file

The output file is a record of problems encountered on the Administrative Management system.

As users encounter problems or have warning messages displayed, the type of message, the time of the message display, and the date of the message display are recorded on the output file screen.

2.2.5.1 Opening the Output file content window

To open the output file content window:

1. Navigate to the system folder in the Macintosh HD.
2. Click the arrow beside the System folder heading.
3. Double-click the AMSOutput.txt file. This will open the AMSOutput.txt window, as illustrated in Figure 20.

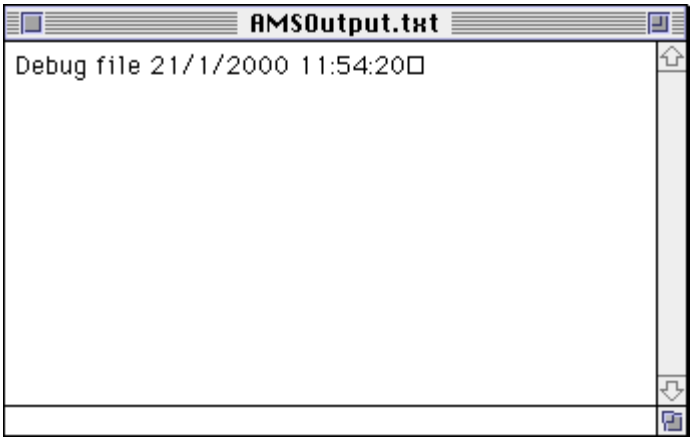

Figure 20 AMSOutput.txt window

2.2.5.2 Closing the Output file window

To close the Output file window click the **Close box** button in the top left corner of the window.

2.2.6 Logging off

To log off the Administrative Management system:

- Click **File>Quit**

OR

- Press **<Cmd+q>**

2.2.7 Classes

The Classes panel contains a list of classes in the database. The Classes panel allows users to:

- Add a class
- View a class
- Edit a class
- Delete a class
- Change a class teacher
- Delete a student from a class
- Print a class list

2.2.7.1 Adding a class

Adding a class allows users to:

- Set up a new class
- Assign a teacher

SETTING UP A NEW CLASS

To add a class:

1. With the Administrative Management window open, click anywhere in the Classes pane.
2. Click the green insert arrow on the toolbar, or click **File>Insert New Class**.This will open the Insert New Class dialog as illustrated in Figure 21.

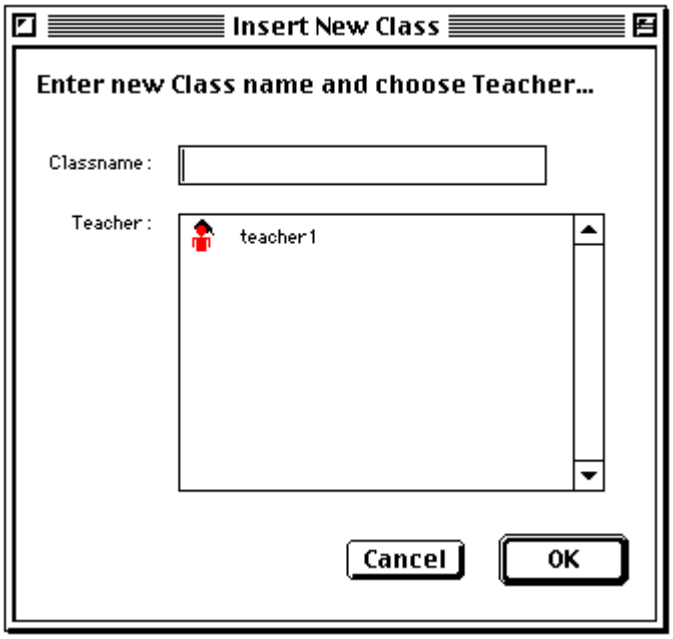

Figure 21 Insert New Class dialog

3 Type a maximum 20-character class name of your choice in the Classname field.

4 Highlight a teacher from the list of available teachers in the Teacher field.

5 Click the **OK** button, or press the **<Return>** or **<Enter>** key.

Note: *If a class name is entered that already exists in the database, the following message appears:*

Error inserting into Database.

Make sure the class name is unique.

*Click the **OK** button, or press the **<Return>** or **<Enter>** key.*

ASSIGNING A TEACHER

To assign a teacher to a class:

1 With the Insert New Class dialog open, click the teacher of your choice from the Teachers panel on the dialog.

2 Click the **OK** button, or press the **<Return>** or **<Enter>** key.

Note: *The teacher panel on the class insert screen contains a list of teachers available in the database. Only one teacher may be assigned to a class.*

2.2.7.2 Viewing a class

Viewing a class in the Classes pane may be achieved in two separate ways:

- Viewing a student list
- Viewing assigned teacher

VIEWING STUDENTS LISTED IN A CLASS

To view the students listed in a class:

1. Click anywhere in the Classes pane to highlight the Classes panel.
2. Click the arrow beside the class name in the Classes pane. This will expand the list of students assigned to that class, as illustrated in Figure 22.

Note: *Use the scroll bar in the Classes pane to scroll through the list of available classes.*

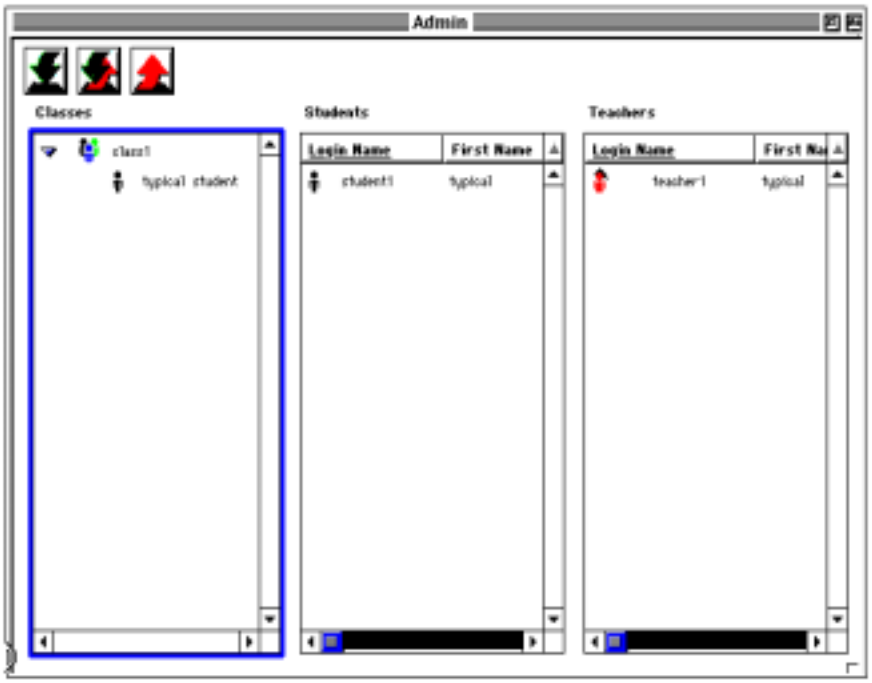

Figure 22 Classes view panel

VIEWING ASSIGNED TEACHER

To view the assigned teacher for a class:

1. Click anywhere in the Classes pane to highlight the Classes panel.

2 Double-click the class name of choice. This will open the Edit Class dialog. The assigned teacher will be highlighted on this screen.

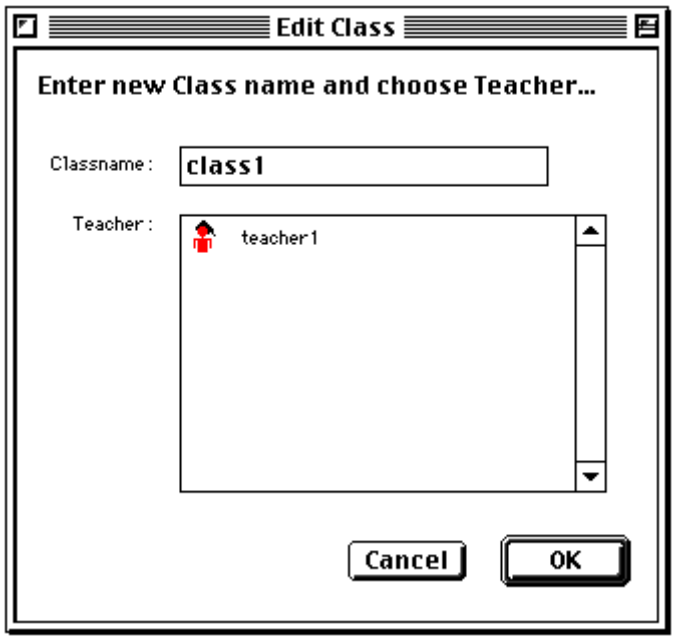

Figure 23 Assigned class teacher dialog

3 Click the **OK** button, or click the **Cancel** button, or press the **<Return>** or **<Enter>** key, or press the **<Esc>** key to close this screen without changing any details.

Note: *The assigned teacher may be changed on the assigned class teacher screen. For details of this procedure, see ''Changing assigned teacher" on page 23.*

2.2.7.3 Editing a class

Editing a class allows users to:

- Change a class name
- Change assigned teacher

CHANGING A CLASS NAME

To change a class name:

1 Open the Administrative Database.

2 Click anywhere in the Classes pane to highlight the Classes panel.

3 Double-click your chosen class name, or highlight your chosen class name and click the green/red arrow icon on the toolbar, or click **Edit>Edit class** to open the Edit dialog.

4 Type a new maximum 20-character class name in the Classname field.

5 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the class name change. Click the **Cancel** button or press the **<Esc>** key to close the dialog without accepting the change.

CHANGING ASSIGNED TEACHER

To change the assigned class teacher:

1 Open the Assigned class teacher dialog as illustrated in Figure 23.

2 Click the teacher of your choice from the Teachers panel on the dialog.

3 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change. Or, click the **Cancel** button or press the **<Esc>** key to leave the assigned teacher unchanged.

Note: *Use the scroll bar on the teacher panel or the **<Arrow>** keys to scroll through the list of available teachers.*

2.2.7.4 Deleting a class

To delete a class from the classes list:

1 Open the classes list window.

2 Click the chosen class name.

3 Click delete class.

OR

Highlight the class name and press the **<Delete>** key. The following message appears:

Admin

Are you sure you want to delete this class?

4 Click the **Yes** button or press the **<Return>** or **<Enter>** key to accept the deletion. Click the **No** button to reject the deletion.

2.2.7.5 Deleting a student from a class

To delete a student from a class:

1 Click the arrow beside the class of your choice. This will open the list of students in the class.

2 Highlight the student for deletion from the list.

3 Click **Edit>Remove student from class**. The following message appears:

Are you sure you want to remove the selected student?

4 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the deletion. Click the **Cancel** button or press the **<Esc>** key to reject the deletion.

2.2.7.6 Print class list

To print a class list:

1 Click anywhere in the Classes pane to highlight the Classes panel.

2 Click **File>Print>Print class list**. This will open the print choice dialog, as illustrated in Figure 24.

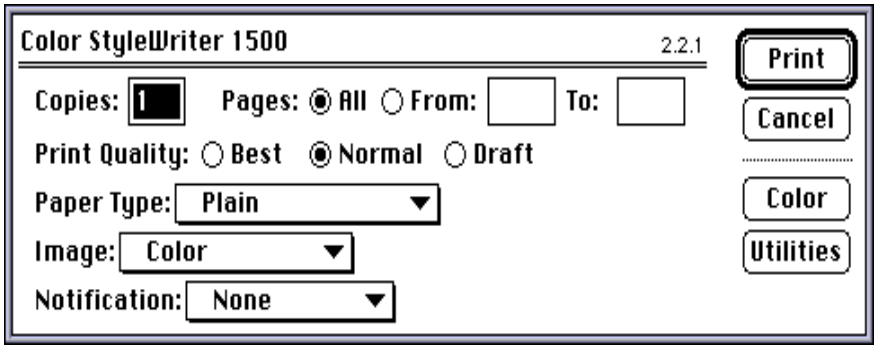

Figure 24 Print choice dialog

Note: *The print choice dialog shown is a sample screen only. The print driver software on the system will determine the layout of the print screen displayed on your screen. Please check with the system administrator for details on the displayed print dialog and the print procedures on your system.*

2.2.8 Students

The Students panel contains a list of students in the database. This panel shows two panes, one contains the students title and the second contains four fields under the following headings:

- Logon name
- First name
- Middle initial (MI)
- Last name

The Students panel allows a user to:

- Edit student details
- Insert a new student into the database
- Delete a student from the database
- Add a class to a students class list
- Assign students to classes
- Allow a guest student
- Print the student list

2.2.8.1 Editing student details

Editing student details allows the user to change:

- Logon name
- Password
- First name
- Middle initial
- Last name
- Assigned classes

To edit student details:

1 With the Administrative Management window open, click anywhere on the Students pane. This will highlight the Students panel.

2 Double-click a student from the list on the student field or click **Edit>Edit student**. This will open the Edit Student dialog, as illustrated in Figure 25.

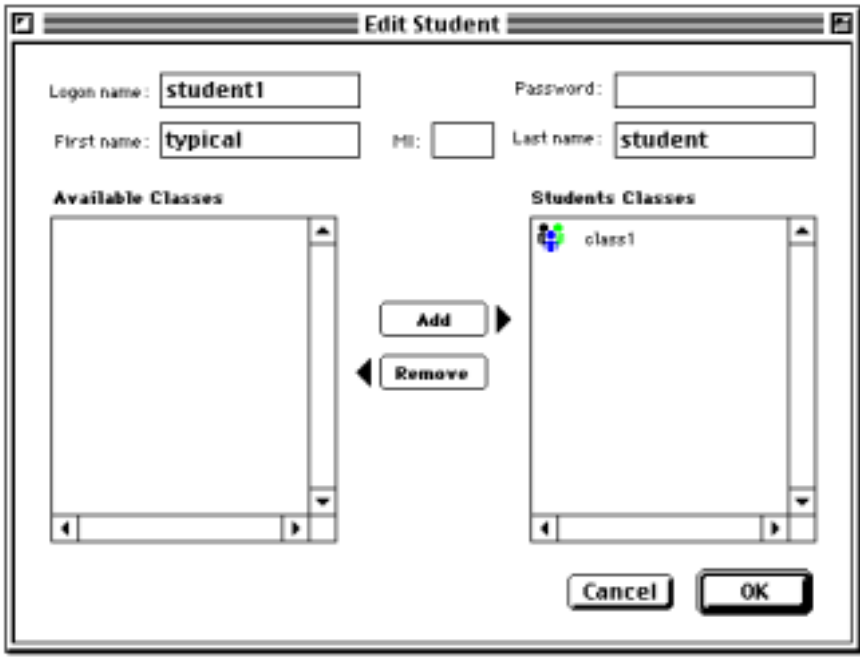

Figure 25 Edit Student dialog

Note: *Use the scroll bar on the student pane to scroll through the student list.*

SCREEN DISPLAY The Edit Student dialog contains the following fields:

Logon name The name used by the student to log on to the Destination MATH program.

Password The password used by the student to facilitate access to the Destination MATH program. *This is an optional field but it is recommended that passwords be assigned*.

First Name The student's first name.

Middle Initial The student's middle initials, if any, up to a maximum of 3 characters.

Last name The student's last name.

Available Classes List of available classes in the database.

Students Classes List of classes to which the student is assigned.

CHANGING LOGON NAME

To change the student's logon name:

1. With the Edit Student dialog open, type the new logon name in the Logon name field.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the logon name.

CHANGING PASSWORD

To change the student's password:

1. With the Edit Student dialog open, type the new password in the Password field. *Passwords are represented by asterisks (*) in this field*.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the password.

CHANGING FIRST NAME

To change the student's first name:

1. With the Edit Student dialog open, type the new first name in the First name field.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the first name.

CHANGING MIDDLE INITIAL

To change the student's middle initial:

1. With the Edit Student dialog open, type the new initial in the MI field. *A maximum of 3 characters may be entered*.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the first name.

CHANGING LAST NAME

To change the student's last name:

1. With the Edit Student dialog open, type the new last name in the Last name field.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the last name.

Note: *Text entry fields may have up to 32 characters. The middle initial field has a maximum of 3 characters.*

CLASSES

Classes may be:

- Selected for a student
- De-selected from a student

Selecting a class

To select a class for a student:

1. With the Edit Student dialog open, click the required class from the Available classes field.
2. Click the **Add** button. This will move the chosen class to the Student classes field.
3. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the class chosen for the student.

De-selecting a class

To de-select a class from a student:

1. With the Edit Student dialog open, highlight the required class from the Students classes field.
2. Click the **Remove** button. This will move the chosen class to the Available classes field.
3. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the class de-selected for the student.

2.2.8.2 Inserting a student to the database

Students may be added as a:

- Single student
- Group
- Guest

SINGLE STUDENTS

To insert a new student:

1. With the Administrative Management window open, click anywhere within the student pane. This will highlight the student panel.
2. Click **Edit>Insert new student**. This will open a blank Insert New Student dialog, as illustrated in Figure 26.

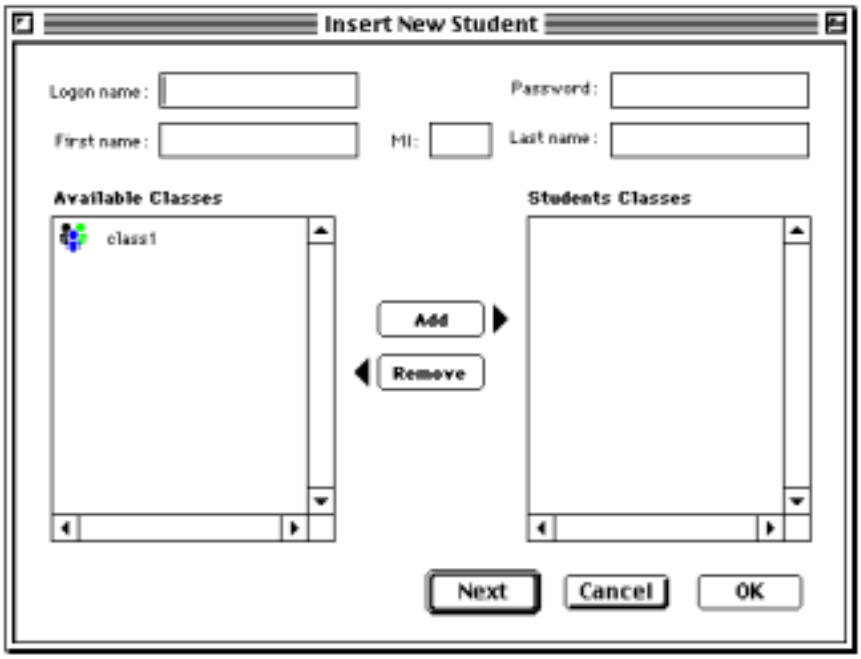

Figure 26 Insert New Student dialog

3 Enter the student's logon name in the Logon name field. *This is a mandatory field.*

4 Enter the student's password in the Password field. *This is an optional field and passwords are represented by asterisks (*) in this field*.

5 Enter the student's first name in the First name field. *This is a mandatory field.*

6 Enter the student's, maximum 3-character, middle initial in the Middle initial field. *This is an optional field*.

7 Enter the student's last name in the Last name field. *This is a mandatory field.*

8 Click the appropriate class in the Available classes field.

9 Click the **Add** button. Continue adding additional classes, if appropriate.

10 Click the **OK** button. The new student is now recorded on the student database.

GROUP

To add a group of students:

1 With the Administrative Management window open, click anywhere within the student pane. This will highlight the student panel.

2 Click **Edit>Insert new student**. This will open a blank Insert New Student screen, as illustrated in Figure 26.

3 Enter the student's logon name in the Logon name field. *This is a mandatory field.*

4 Enter the student's password in the Password field. *This is an optional field and passwords are represented by asterisk (*) in this field*.

5 Enter the student's first name in the First name field. *This is a mandatory field.*

6 Enter the student's, maximum 3-character, middle initial in the Middle initial field. *This is an optional field*.

7 Enter the student's last name in the Last name field. *This is a mandatory field.*

8 Click the appropriate class in the Available classes field.

9 Click the **Add** button. Continue adding additional classes, if appropriate.

10 Click the **Next** button. This will open the blank student's details dialog.

11 Enter the next student's details as described above.

12 Click the **Next** button. Continue with the above procedure to enter additional students.

13 When all required students have been entered, click the **OK** button. The new students are now recorded on the student database.

GUEST

The guest student feature may be:

- Selected
- De-selected

Select guest feature

To select the guest feature:

1 With the Administrative Management window open, click anywhere within the student pane. This will highlight the student panel

2 Click **Edit>Options**. This will open the Options dialog.

3 Check the Allow Guest box. *A check mark shows this feature has been selected*.

Note: *The allow guest feature will continue to operate until the feature has been de-selected.*

De-select guest feature

To de-select the guest feature:

1. With the Administrative Management window open, click anywhere within the student pane.
2. Click **Edit>Options** to open the Options dialog.
3. Un-check the Allow Guest check-box. *The check mark disappears and shows this feature has been de-selected*.

2.2.8.3 Deleting a student

Students may be deleted as:

- An individual
- A group

DELETING AN INDIVIDUAL STUDENT

To delete a student from the database:

1. With the Administrative Management screen open. Click anywhere in the Students pane. This will highlight the Students panel.
2. Click the student for deletion.
3. Click **Edit>Delete student**. The following message appears:

   Are you sure you want to delete the selected student(s)?

4. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the deletion. Click the **Cancel** button or press the **<Esc>** key to reject the deletion.

DELETING A GROUP OF STUDENTS

To delete a group of students from the database:

1. With the Administrative Management window open. Click anywhere in the Students pane. This will highlight the Students panel.
2. Click a student name for deletion in the student panel.
3. Press and hold down the **<Shift>** key and click additional students from the list.

   OR

   Click a student you wish to delete, press and hold down the **<Shift>** key and click on any other student in the student list. This will highlight all students between the two chosen students.

4. Release the **<Shift>** key when all students for deletion have been chosen.
5. Click **Edit>Delete student**. The following message appears:

   Are you sure you want to delete the selected student(s)?

6 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the deletion. Click the **Cancel** button or press the **<Esc>** key to reject the deletion.

2.2.8.4 Assigning students to classes

Students may be assigned to classes as:

- An individual
- A group

ADDING A STUDENT TO A CLASS

To add a student to a class:

1 With the Administrative Management window open, click the student you wish to add to a class.

2 Click **Edit>Add to class**. This will open the Add to Class screen, as illustrated in Figure 27.

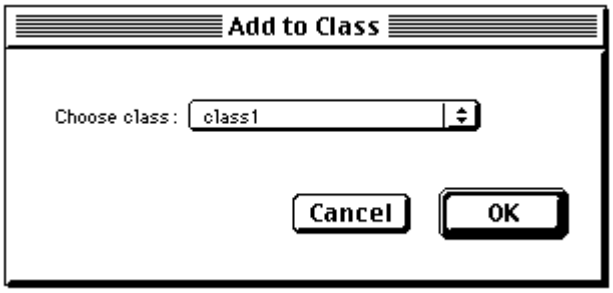

Figure 27 Add to Class screen

3 Click the arrow in the Choose class field, and select a class from the pop-up menu.

4 Click the **OK** button or press the **<Return>** or **<Enter>** key. The student is added to the chosen class.

OR

1 With the Administrative Management window open, click and drag the student into the Class pane and onto the title of the class to which you wish to add the student.

2 Release the mouse button.

ADDING A GROUP OF STUDENTS TO A CLASS

To add a group of students to a class:

1 With the Administrative Management window open, click a student you wish to add to a class.

2 Press and hold down the **<Shift>** key and click any other required student from the list. This will highlight all the students between the two chosen students.

3 Click and drag one of the highlighted students onto the title of the class.

4 Release the mouse button.

OR

1 With the Administrative Management window open, click a student you wish to add to a class.

2 Press and hold down the **<Shift>** key and click on any other required student from the list. This will highlight all the students between the two chosen students.

3 Click **Edit>Add to class** to open the Add to Class dialog.

4 Click the arrow in the Choose class field and select a class from the pop-up menu.

5 Click the **OK** button or press the **<Return>** or **<Enter>** key. The students selected are added to the chosen class.

2.2.8.5 Printing

Users may:

- Print a student list
- Print a student list with passwords

PRINT A STUDENT LIST

To print a student list:

1 With the Administrative Management screen open, click anywhere in the Students pane. This will highlight the Students panel.

2 Click **File>Print>Print Student List**. This will open the print dialog, as illustrated in Figure 24.

Note: *The print choice dialog shown in Figure 24 is a sample screen only. The print driver software on the system will determine the layout of the print dialog displayed on your screen. Please check with the system administrator for details on the displayed print dialog and the print procedures on your system.*

PRINT A STUDENT LIST WITH PASSWORDS

To print a student list with passwords:

1 With the Administrative Management window open, click anywhere in the Students pane. This will highlight the Students panel.

2 Click **File>Print>Print Student List (with Passwords)**. This will open the print dialog, as illustrated in Figure 24.

Note: *The print choice dialog in Figure 24 is a sample screen only. The print driver software on the system will determine the layout of the print screen displayed on your screen. Please check with the system administrator for details on the displayed print screen and the print procedures on your system.*

2.2.8.6 Customizing

The students list panel may be customized by:

- Sorting the listed names

SORTING THE LISTED NAMES

To sort the listed names:

1 With the Students panel open, the titles visible are:

- Logon name
- First name
- MI (Middle initial)
- Last name

2 Click any of the four field titles listed above. This will automatically sort the field chosen.

Note: *Once a field has been sorted, the corresponding fields on the pane will re-sequence to ensure the appropriate information remains with the alphabetized field.*

2.2.8.7 Panel navigation

Use the mouse to navigate through these panels:

2.2.9 Teachers

The Teachers panel contains a list of teachers in the database. This panel shows two panes, one containing the teachers title and the other containing four fields under the following headings:

- Logon name
- First name
- Middle initial (MI)
- Last name

The Teachers panel allows a user to:

- Edit teacher details
- Insert a new teacher to the database
- Delete a teacher from the database
- Print the teacher list

2.2.9.1 Editing teacher details

Editing teacher details allows the user to change:

- Logon name
- Password
- First name
- Middle initial (MI)
- Last name

To edit teacher details:

1 With the Administrative Management window open, click anywhere on the Teachers pane. This will highlight the Teachers panel.

2 Double-click a teacher from the list on the teacher field, or highlight a teacher from the list and click **Edit>Edit teacher**. This will open the Edit Teacher dialog, as illustrated in Figure 28.

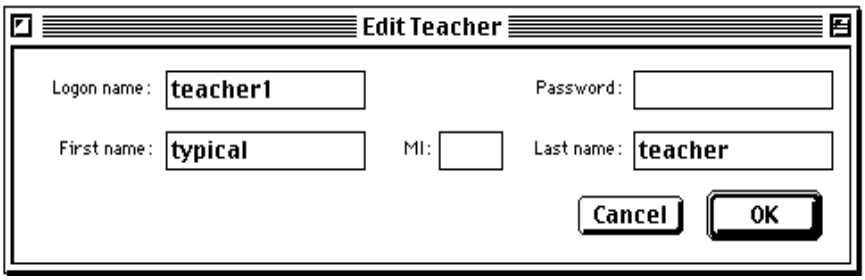

Figure 28 Edit Teacher dialog

SCREEN DISPLAY The following descriptions detail the fields on the teacher details dialog.

Logon name The name used by the teacher to log on to the Destination MATH program.

Password The password used by the teacher to facilitate access to the Destination MATH program. *This is an optional field but it is recommended that passwords be assigned*.

First Name The teacher's first name.

Middle Initial The teacher's middle initials, if any, up to a maximum of 3 characters.

Last name The teacher's last name.

CHANGING LOGON NAME

To change the teacher's logon name:

1. With the Edit Teacher dialog open, type the new logon name in the Logon name field.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the logon name.

CHANGING PASSWORD

To change the teacher password:

1. With the Edit Teacher dialog open, type the new password in the Password field.
2. Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the password.

CHANGING FIRST NAME

To change the teacher's first name:

1. With the Edit Teacher dialog open, type the new first name in the First name field.

2 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the first name.

CHANGING MIDDLE INITIAL

To change the teacher's middle initial:

1 With the Edit Teacher dialog open, type the new initial in the MI field. *A maximum of 3 characters may be entered*.

2 Click the **OK** button or press the **<Return>** or **<Enter>** key.

CHANGING LAST NAME

To change the teacher's last name:

1 With the Edit Teacher dialog open, type the new last name in the Last name field.

2 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the change to the last name.

Note: *Text entry fields may have up to 32 characters. The MI field has a maximum of 3 characters.*

2.2.9.2 Inserting a new teacher to the database

Teachers may be added to the database as:

- An individual
- A group

INDIVIDUAL

To insert an individual teacher:

1 With the Administrative Management window open, click anywhere within the teacher pane. This will highlight the teacher panel.

2 Click **Edit>Insert new teacher**. This will open the Insert New Teacher dialog, as illustrated in Figure 29.

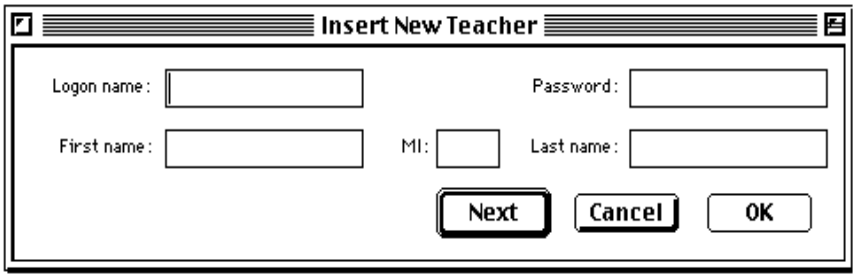

Figure 29 Insert New Teacher dialog

3 Enter the teacher's logon name in the Logon name field. *This is a mandatory field.*

4 Enter the teacher's password in the Password field. *Passwords are represented by asterisks (*) in this field*.

5 Enter the teacher's first name in the First name field. *This is a mandatory field.*

6 Enter the teacher's maximum 3-character, middle initial in the MI field.

7 Enter the teacher's last name in the Last name field. *This is a mandatory field.*

8 Click the **OK** button or press the **<Return>** or **<Enter>** key. The new teacher is now recorded in the teacher database.

GROUP

To insert a group of teachers:

1 With the Administrative Management window open, click anywhere within the teacher pane. This will highlight the Teachers panel

2 Click **Edit>Insert new teacher**. This will open the Insert New Teacher dialog.

3 Enter the first teacher's logon name in the Logon name field. *This is a mandatory field.*

4 Enter the teacher's password in the Password field. *Passwords are represented by asterisks (*) in this field*.

5 Enter the teacher's first name in the First name field. *This is a mandatory field.*

6 Enter the teacher's, maximum 3-character, middle initial in the MI field.

7 Enter the teacher's last name in the Last name field. *This is a mandatory field.*

8 Click the **Next** button. Continue with the above procedure to enter additional teachers.

9 When all required teachers have been entered, click the **OK** button to enter teachers to the database.

2.2.9.3 Deleting a teacher

Teachers may be deleted as:

- An individual
- A group

DELETING AN INDIVIDUAL TEACHER

To delete a teacher from the database:

1 With the Administrative Management window open, click the teacher you wish to delete.

2 Click **Edit>Delete teacher**. The following message appears:

Are you sure you want to delete the selected teacher(s)?

4 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the deletion. Click the **Cancel** button to reject the deletion.

DELETING A GROUP OF TEACHERS

To delete a group of teachers from the database:

1 With the Administrative Management window open, click a teacher you wish to delete.

2 Click on a teacher name for deletion in the Teachers panel.

3 Press and hold down the **<Shift>** key and click additional teachers from the list.

OR

Click a teacher you wish to delete, press and hold down the **<Shift>** key, and click on any other teacher in the teacher list. This will highlight all teachers between the two chosen teachers.

4 Release the **<Shift>** key when all teachers for deletion have been chosen.

5 Click **Edit>Delete teacher.** The following message appears:

Are you sure you want to delete the selected teacher(s)?

6 Click the **OK** button or press the **<Return>** or **<Enter>** key to accept the deletion. Click the **Cancel** button or press the **<Esc>** key to reject the deletion.

2.2.9.4 Printing

A user may:

- Print a teacher list
- Print a teacher list with passwords

PRINT A TEACHER LIST

To print a teacher list:

1 With the Administrative Management window open, click anywhere in the Teachers pane. This will highlight the Teachers panel.

2 Click **File>Print>Print Teacher List**. This will open the print dialog, as illustrated in Figure 24.

Note: *The print choice dialog in Figure 24 is a sample dialog only. The print driver software on the system will determine the layout of the print dialog displayed on your screen. Please check with the system administrator for details on displayed print dialog and the print procedures on your system.*

PRINT A TEACHER LIST WITH PASSWORDS

To print a teacher list with passwords:

1. With the Administrative Management window open, click anywhere in the Teachers pane. This will highlight the Teachers panel.
2. Click **File>Print>Print Teacher List (with Passwords)**. This will open the print dialog, as illustrated in Figure 24.

Note: *The print choice dialog in Figure 24 is a sample dialog only. The print driver software on the system will determine the layout of the print dialog displayed on your screen. Please check with the system administrator for details on displayed print dialog and the print procedures on your system.*

2.2.9.5 Customizing

The teachers list screen may be customized by:

- sorting the listed names

SORTING THE LISTED NAMES

To sort the listed names:

1. With the Teachers panel open, the titles visible are:
   - Logon name
   - First name
   - MI (Middle initial)
   - Last name
2. Click any of the four column titles listed above. This will automatically sort the chosen column.

Note: *Once a field has been alphabetized the corresponding fields on the pane will also re-sequence to ensure that the appropriate information remains with the chosen column.*

2.2.9.6 Panel navigation

Use the mouse to navigate through these panels.